specified for each report version, but duplicate Destination codes cannot be entered on the same report request line.

A = Agency Printer (Overnight processing)

When **A** is keyed, a report is sent to an agency printer after the CALSTARS overnight processing cycle is finished. Up to three copies of a report can be printed for most reports by specifying A1, A2, or A3 in the Output Destination. Some reports are limited to 1 copy. The reports are printed on standard computer paper or 12" x 8½" continuous paper-Laser reduced size.

D = Data File (Overnight processing)

When **D1** is keyed, a data file (electronic data set) of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished. A **D1** file includes the current day's input activity and is available the next morning. The data set can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

E = Electronic Storage (Overnight processing)

When **E1** is keyed, CALSTARS standard reports are created as zipped-compressed data sets for long-term storage and downloading. Refer to Chapter II-C, Data Files, in this volume for more information about **E1** files.

F = File (Same day processing)

When **F1** is keyed, the creation of a report data file is initiated as soon as **Enter** is pressed. The **F1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The data set can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **F1** reports, key all desired selection criteria prior to pressing the **Enter** key.

H = Headquarters – (Overnight processing)

When **H1** is keyed, the report is printed on the agency printer at the designated Headquarters Office, which is typically at a different location. Only one copy is allowed. If more copies are desired, the agency or headquarters printer can be reset or backspaced to reprint.

L = Laser (Overnight processing)

When **L** is keyed, a report is printed at HHSDC on 12" x 8½" continuous paper. Up to 9 copies per day can be requested.

M = Microfiche - (Overnight processing)

When **M** is keyed, a report is stored on microfiche and sent to the agency. Up to 9 copies per day can be requested.

The delivery/mailing information for microfiche is extracted from the Vendor Edit Table, specifically Vendor Number **AAAAAAAAAA-90**. Departments establish and update this Vendor Number in the format shown below:

Vendor Number:	**AAAAAAAAAA-90**
Vendor Name:	Office Name, i.e., Accounting Office
Address Line 1:	Department, Board or Commission Name
Address Line 2:	Delivery or mailing address
Address Line 3:	(If needed)
City:	City
State and ZIP Code:	State and ZIP Code
Contact Name:	Person to receive reports (If reports are mailed, enter "US MAIL" in this space)
Phone:	Contact Person's Area Code and Phone Number

N = 'Now' Agency Printer - (Same day processing)

When **N1** is entered, a report is immediately initiated for printing at the agency. A report data file is also created and available for three days. The **N1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report data file can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **N1** reports, key all desired selection criteria prior to pressing the **Enter** key. Note that if **N1** <u>and</u> **F1** are entered on the <u>same request line</u>, an online error message is displayed on the bottom of the screen.

R = Remote Job Entry (RJE) - (Overnight processing)

A report is printed at a predetermined location established by the agency. Up to 9 copies per day can be requested. This is only available to agencies that have alternate locations for printing separate from CALSTARS.

Index/PCA/Object Detail/Project/Work Phase
These field options give agencies the ability to streamline their standard reports to specific values or range of values. Agencies can enter an approximate range for the Index, PCA, and Object Detail without entering the actual table value. For example, an Index range of 0001 to 2000 may be keyed although the first valid Index is 1005. When entering ranges, the only requirements are:

1) The first value entered in the range must be greater than zero.

2) The value entered in the FROM field must be less than the value entered in the TO field.

The Project and Work Phase fields can be keyed independently or together. If a Project is keyed without a Work Phase, all Work Phases within the Project are selected. If a Work Phase is keyed without a Project, all Projects with the Work Phase are selected. If both a Project and a Work Phase are keyed, only the specified Project and Work Phase are selected.

When the Report Selection Options screen is completed, pressing the **Enter** key causes the screen to be edited. If no errors are detected, the message '121-REPORT REQUEST (S) ACCEPTED FOR PROCESSING' is displayed at the bottom of the screen.

There are no relational edits between the Level of Detail (IPOF) and the selection options requested. Therefore, a report may be ordered at a higher level than the additional selection options requested. For example, a report may be requested at the Section level (I=1) with a specific Index range as a selection option. The report will process at the Section level, but will contain only information for the selected Index range (which may be less than the total Indexes in that Section). The Index numbers will not appear in the body of the report since the overall report was ordered at a higher level.

IDENTIFICATION FIELDS

In addition to the options previously discussed, both a Report Group ID and a Requestor User ID are displayed to the right of the report options on screen 2. The Report Group ID identifies the name of the report group and is present only if the request was initiated through a Report Group. The Requestor User ID identifies the individual requesting a report or submitting a report group.

Making Subsequent Changes On The Report Request Screens

Report requests or versions can be changed, deleted, increased, or decreased anytime during the day prior to nightly processing. Only online requests (**N1** and **F1** Output Destination Codes) are immediately processed when the Enter key is pressed.

To **change** a report version:

To change a report version, over-key the appropriate field(s) on the Report Selection Options Screen, and press **Enter**. If an **N1** or **F1** report has already been received and another report version is needed that day, agencies may do either of the following:

Delete the request and order another report version, or

Modify the options, key a **1** over the * in the Destination Code field on the Report Selection Options Screen, and press **Enter**

To **add** report versions:

To increase the number of report versions, key the total desired number of versions (original and new) to the left of the Report Number on the **G.3**, Request Standard Reports screen. Press Enter, complete the Report Selection Options screen, and press Enter.

To **delete** a report version:

To delete a report request, key a D in the F action column to the left of the appropriate report on the Report Selection Options screen.

To **increase/decrease** copies:

To increase or decrease the number of copies, over-key the number in the Output Destination Code (up to the allowable maximum) on the Report Selection Options screen.

Errors Detected During the Report Request Process

If errors are detected when requesting reports, the erroneous fields are highlighted in red. The error code(s) and a corresponding message(s) are also highlighted in red at the bottom of the screen. Because of space limitations, a maximum of three errors display on the screen at a time. To correct errors, over-key the incorrect information and press **Enter**.

If the number of copies in the Output Destination Code field exceeds the limit, the field exceeding the limit is highlighted in red. The error message, 'RR7-COPIES EXCEED MAXIMUM', is displayed at the bottom of the screen. The number of copies requested must be reduced before continuing. Refer to the Ref Card for the Output Destination limits.

If the total number of report versions exceed the limit of 100, the Requestor User ID may be referenced to help agencies determine which report requests get priority. When the reports with less priority are identified, they may be deleted or the requested copies decreased.

Refer to the *CALSTARS Procedures Manual*, Volume 4, for the complete listing of error codes and messages.

Multiple Users When Using Request Standard Reports Screen

Occasionally more than one person may simultaneously use the Request Standard Reports Screen. When this occurs, messages are issued so each person is aware of the actions of the other person.

The following situations can occur when one person, Employee 1, is working on the Request Standard Reports Screen and Employee 2 does the following:

✪ Adds a report

Employee 1 is unaware of added reports until the **F5** – Refresh key is pressed or the **F2** – Return key is selected.

✪ Changes report option(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue and are locked. The message, '321 –BLUE REPORTS CHANGED BY OTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. Changes made by Employee 1 continue to display until the **F5** key is pressed. At that time, the changes made by Employee 2 are shown. The changes made by Employee 1 to reports that were changed by Employee 2 are lost. Changes by Employee 1 to other reports not altered by Employee 2 are accepted.

✪ Deletes a report(s)

The next time Employee 1 presses **Enter**, the report line(s) that was deleted by Employee 2 is displayed in green and is locked. An **X** is shown to the left of the deleted report line(s) in the "F" column. The message, '320 –X=REPORT DELETED BY ANOTHER USER; MUST USE **F5** TO SEE CHANGES & CONTINUE', is displayed. When the **F5** – Refresh key is pressed, the deleted line(s) is removed and all other changes are shown.

✪ Changes and Deletes a report(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue. The deleted report line(s) is displayed in green, and an X is displayed to the left of the deleted report line(s) in the "F" column. The message, '322 –BLUE RPTS CHANGED & X=DELETED BY ANOTHER USER; MUST USE **F5** TO CONTINUE', is displayed at the bottom of the screen. Press **F5** to continue your activity.

Note that if Employee 1 is making changes, the same results and messages occur on Employee 2's screen.

Pressing the **F5** – Refresh key shows employees the current version of all requests. The **F5** key can be used at any time, not only when a message is displayed.

NOTE: If changes are made, press the **Enter** key prior to pressing the **F5** key.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for clearing the screen, and sometimes for unique purposes. The following F keys are available for the Request Standard Reports and/or Report Selection Options screens:

F1=Help—The following online help is available:

Text information provides additional information about a screen and its functions. When the **F1** key is pressed, a popup menu displays the various Help subjects available. Key the appropriate menu number in the Code field for the desired subject and press **Enter**. Press the **F2** key to end Help and return to the previous screen.

F2=Retrn (Return) — Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=The following two functions are available for the **F5** key.

RptGrp — Displays the **G.5** List of Report Groups screen.

RFrsh — Displays the most current Report Request File information

F6=Print — Prints the CSI915-1, Online Report Request Detail Report, when pressed from the Report Selection Options screen.

F7=Bkwrd (Backward)—Go to the previous record (page of records) in the screen's sort sequence.

F8=Frwrd (Forward)—Go to the next record (page of records) within the screen's sort sequence.

F9=Clear—Erases all keyed fields.

F10=Left —Go to the left to display additional record information.

F11=Right—Go to the right to display additional record information.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

Reports on Microfiche

Microfiche output generally can be requested for any Standard report. By default the following Standard reports are typically designated for production on microfiche; however, the Output Destination for these reports can be changed to any destination other than **L**aser:

Standard Reports

- ✪ CSTARHG1 - General Ledger Analysis Report
- ✪ CSTARHP1 - Project Transaction Analysis Report
- ✪ CSTARH00 - Transaction Registers
- ✪ CSTARH01 - Index Transaction Analysis Report
- ✪ CSTARH09 - History File Expenditure Records Supporting Q12 Report
- ✪ CSTARH1A - PCA Transaction Analysis Report
- ✪ CSTARH10 - History file Expenditure Records Supporting Q16 Report
- ✪ CSTARH13 - History Expend. Records Including Project Supporting Q16
- ✪ CSTARU01 - Vendor Payment Detail Report

These reports are displayed with **M1** in the 'Dest Code' column on the Ref Card.

Changing the Default Report Selection Options Screen Settings

All requested reports are initially displayed on the Report Selection Options Screen with default values in some of the option fields. The default settings can be changed to the agency's choice rather than the statewide default values. An agency may request changes by completing the CALSTARS 90, Report Request Table Change Form, shown in Exhibit II-A-2. All requested changes must conform to the limitations shown on the Ref Card. For example, some reports may only be requested with Destination Code **M1**. Refer to the individual report descriptions in Chapter III for the available Level of Detail options.

The Report Request Table Change Form is also used to add or delete reports that are not in general use, i.e., Q04.

The completed forms should be forwarded to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
          Department of Finance (IMS: A-15)
          915 - L Street, 7th Floor
          Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

Once the change(s) has been implemented, the new default values will automatically appear on the Report Selection Options Screen when the report is requested. Requests forms that are e-mailed will receive an e-mail reply when the changes are completed.

NOTE: The default changes will not affect reports that are already part of report groups. The default change will appear for new groups that are created and **G.3** report requests.

If more than fourteen report options need to be modified, the forms may be clipped together.

EXHIBIT II-A-2

DEPARTMENT OF FINANCE
CALSTARS REPORT REQUEST TABLE CHANGE

CALSTARS 090 (REV 04/01)

This request makes permanent changes to the Report Request Table as displayed in Main Menu Command G.3, Report Request Detail Screen. Any of the default values may be overridden on the request screen.

TO: CALSTARS Systems Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA 95814
FAX: (916) 323-4049
E-mail: calstars@dof.ca.gov

ORGANIZATION	ORG CODE

SUBMITTED BY	DATE SUBMITTED	PHONE NUMBER

REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___
__ __ __	__	__ __ __ __	___ ___ ___ ___ ___

COMMENTS:

FOR CALSTARS USE ONLY

	DATE	SIGNATURE
CHANGES MADE BY		

Report Request Activity Reports

The CSB915-1 and CSI915-1 reports include a listing of all report request activity. This includes original and duplicate report requests. The activity reports are described below.

CSI915-1, Online Report Request Detail Report

The CSI915-1, which is generated immediately, provides the status of all the current day's report request activity as of the time it is requested. The report is initiated when the **F6** key is pressed from the Report Selection Options screen and displays an 'AS OF' processing time following the report title. When the **F6** print request is submitted for processing, the message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The report is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. To access the BPRT report queue, go to Command **G.4** – Printer Control Options. Start (**S**) the printer for Report Class **Z**, Report ID **BPRT**.

A sample of the report is displayed in Exhibit II-A-3. The CSI915-1 report is also created as a dataset (**one day** retention period). The report is named:

CSxxxx.CSI915-1.RPTREQ.Dcyymmdd.Thhmmss

CSB915-1, Daily Report Request Detail Report

The CSB915-1 is an overnight report that provides the status of the previous day's report request activity. The Report Selection Options Screen as it looks at the end of the processing day, typically 6:00 PM on production days, is used to process this over-night report. The CSB915-1 can be used as a checklist to verify that reports requested the previous day were received.

The CSB915-1, which displays the same information fields as the CSI915-1 report, is sent to the agency's IEUP printer queue.

The CSB915-1 report is also available as a dataset (**D1**). To receive this report as a dataset, send a request to:

E-mail   calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
          Department of Finance (IMS: A-15)
          915 - L Street, 7th Floor
          Sacramento, CA, 95814

Fax: (916) 323-4049

Requests that are e-mailed will receive an e-mail reply when changes are complete

NOTE: Reports noted with ERROR under the Status field are **not** processed.

EXHIBIT II-A-3

```
CSI915-1 ***************************          DEPARTMENT OF AIR QUALITY           *************************** ORG NUMBER:    9990
                         CALSTARS    ONLINE REPORT REQUEST DETAIL AS OF: 08:53:03    REPORT                   ORG PAGE:         1
01/24/2002 (06:00) ****************************************************************************************** RUN PAGE:         1

       RPT    <PERIOD> <DETAIL> <=SELECT=>                         <=INDEX=>  <===PCA===> <OBJ DTL>                   REPORT   REQUESTOR
STATUS ID   G  FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==>      FROM  TO   FROM   TO   FROM TO  FFY   PROJCT WP   GROUP ID    USERID
----- ---  - -- -   - - - -  ---- ----  -- -- -- -- -- --    ---- ----  ----- -----   --- ---  ----   ------ --   ---------- --------
       A02     PM  P   6 5 4 1              A1                                                                                CSCWW2
ERROR R01     ??      0 0 0 0              A1                                                                                CSCWW2
```

Use F6 from the Report Selection Options Screen to print this report.

This report is routed to your agency printer BPRT queue.
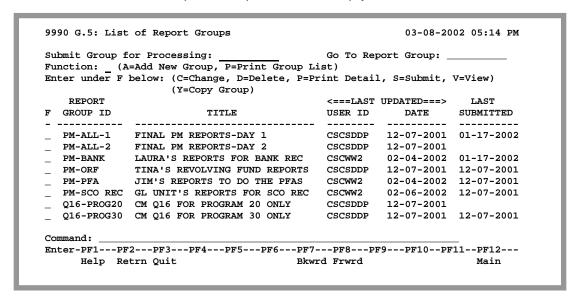
NOTE: The word ERROR in the STATUS column means the report has an
       error and will not be processed. Return to the G.3 or G.5 screen to
       make needed corrections
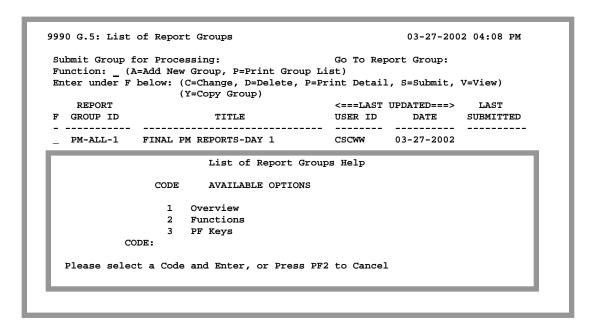
LIST OF REPORT GROUPS - COMMAND G.5

This feature gives agencies the option of establishing a specific group of reports that can be submitted as a group at one time. Reports in the group can be customized by activity, units or individuals and saved for future use. A report group can include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. Report groups save agencies time by eliminating repetitive keying and by reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

The List of Report Groups screen displays a list of established Report Groups. A sample of the screen is shown below. If report groups have not been previously established, the List of Report Groups screen is empty.

```
    9990 G.5: List of Report Groups                       03-08-2002 05:14 PM

    Submit Group for Processing: _____      Go To Report Group: _____
    Function: _ (A=Add New Group, P=Print Group List)
    Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)
        REPORT                                <===LAST UPDATED===>    LAST
    F   GROUP ID              TITLE           USER ID     DATE     SUBMITTED
    -  ----------  ------------------------------  --------  ----------  ----------
    _   PM-ALL-1    FINAL PM REPORTS-DAY 1          CSCSDDP   12-07-2001  01-17-2002
    _   PM-ALL-2    FINAL PM REPORTS-DAY 2          CSCSDDP   12-07-2001
    _   PM-BANK     LAURA'S REPORTS FOR BANK REC    CSCWW2    02-04-2002  01-17-2002
    _   PM-ORF      TINA'S REVOLVING FUND REPORTS   CSCSDDP   12-07-2001  12-07-2001
    _   PM-PFA      JIM'S REPORTS TO DO THE PFAS    CSCWW2    02-04-2002  12-07-2001
    _   PM-SCO REC  GL UNIT'S REPORTS FOR SCO REC   CSCWW2    02-06-2002  12-07-2001
    _   Q16-PROG20  CM Q16 FOR PROGRAM 20 ONLY      CSCSDDP   12-07-2001
    _   Q16-PROG30  CM Q16 FOR PROGRAM 30 ONLY      CSCSDDP   12-07-2001  12-07-2001


    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                   Bkwrd Frwrd                    Main
```
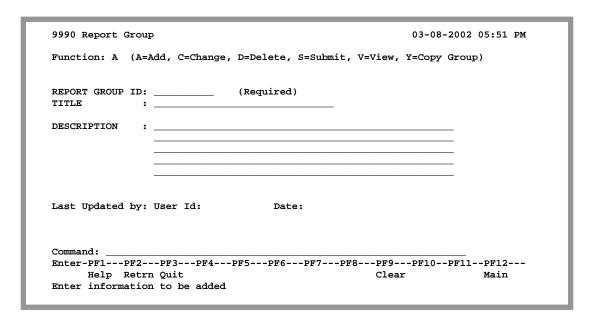
A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

```
9990 G.5: List of Report Groups                        03-27-2002 04:08 PM

 Submit Group for Processing:                    Go To Report Group:
 Function: _ (A=Add New Group, P=Print Group List)
 Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                 (Y=Copy Group)
      REPORT                                   <===LAST UPDATED===>    LAST
 F  GROUP ID            TITLE                  USER ID    DATE      SUBMITTED
 - ----------  ----------------------------- --------  ---------- ----------
 _  PM-ALL-1    FINAL PM REPORTS-DAY 1         CSCWW     03-27-2002

                         List of Report Groups Help

                CODE      AVAILABLE OPTIONS

                   1    Overview
                   2    Functions
                   3    PF Keys
               CODE:

     Please select a Code and Enter, or Press PF2 to Cancel
```

FUNCTIONS FOR THE LIST OF REPORT GROUPS SCREEN:

A – Add New Group

To add a new report group, enter an **A** in the Function field on the List of Report Groups screen and press **Enter**. The Report Group screen is shown below.

```
9990 Report Group                                       03-08-2002 05:51 PM

Function: A  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


REPORT GROUP ID: _____     (Required)
TITLE         : _____

DESCRIPTION   : _____
                _____
                _____
                _____
                _____


Last Updated by: User Id:          Date:



Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Retrn Quit                               Clear             Main
Enter information to be added
```

The **A** in the Function field is green, indicating that it cannot be changed.

Complete the on the screen as follows:

Report Group ID – Enter up to 10 characters as a report group name. The Report Group ID appears on the Report Selection Options – Screen 2, on the Report Group List, and on detail reports.

Title – Enter up to 30 characters or leave blank.

Description – Enter up to 5 lines of 50 characters or leave blank.

The Title and Description fields can contain any combination of alpha-numeric characters including special characters and spaces.

Pressing **Enter** after completing the required fields displays a Request Standard Report screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed below.

```
  9990 Request Standard Report                              03-08-2002 06:07 PM

                          ADD REPORT GROUP: PM-ALL-1
   Specify the number of versions for each report and press ENTER
   _ A02   _ A03   _ B03   _ B04   _ B06   _ C01   _ C02   _
   _ DB1   _ DB2   _ D01   _ D02   _ D03   _ D04   _ D05   _ D06   _ D07   _ D08
   _ D09   _ D10   _ D11   _ D12   _ D13   _ D14   _ D15   _ D16   _ D17   _ D18
     ET1     ET2   _ E01   _ E02   _ F01   _ F05
   _ G01   _ G02   _ G03   _ G04   _ G05
   _ HB4   _ HB5   _ HD1   _ HG1   _ HP1
   _ H00   _ H01   _ H02   _ H03   _ H04   _ H05   _ H06   _ H07   _ H08   _ H09
   _ H1A   _ H10   _ H11   _ H12   _ H13
   _ I01   _ K01   _ L01   _ L02   _ N10     N11   _ N20   _ P01   _ P02
   _ QC1     Q04   _ Q10   _ Q11   _ Q12   _ Q13   _ Q14   _ Q16   _ Q18   _ Q19
   _ Q21   _ Q22   _ Q23   _ Q24   _ Q25   _ Q26   _ Q27   _ Q28   _ Q29   _ Q32
   _ Q33   _ Q34   _ Q35   _ Q36   _ Q37   _ Q38   _ Q42   _ Q43   _ Q50   _ Q51
   _ R01   _ S01   _ U01   _ X01   _ X02   _ X03   _ Y01   _ REF


   Total Request Versions:           Total Report Requests:
   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                              Clear              Main
   Enter changes
```

The methodology for requesting standard reports previously discussed in the *Request Standard Reports Screen* section of this chapter also applies to this screen. After selecting the reports for the new report group, press **Enter** to display the following Report Selection Options screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed below.

```
  9990 Report Selection Options - Screen 1                03-11-2002 08:45 AM
                                                                     MORE=>
                            ADD REPORT GROUP: PM-ALL-1
  Enter under F below: (D=Delete)
   RPT   <PERIOD> <DETAIL> <=SELECT=>                    <=INDEX=>  <===PCA===>
  F ID  G  FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM   TO
  - --- -  --  -   - - - -  ----  ----  -- -- -- -- -- --  ----  ---- ----- -----
  _ B04     ??  I   0 0 0 1              A1 __ __ __ __ __
  _ DB1     ??      0 0 0 1  ____        A1 __ __ __ __ __
  _ DB2     ??  _   0 0 0 0  ____  ____  A1 __ __ __ __ __
  _ D02     ??      0 0 0 1        ____  A1 __ __ __ __ __
  _ D03     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __
  _ D04     ??      0 0 0 0  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D05     ??      0 0 0 0  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  _ D06     ??      0 0 0 1  ____  ____  A1 __ __ __ __ __ ____ ____  ____ ____
  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit       RFrsh Print Bkwrd Frwrd Clear Left  Right Main
```

Navigation between Screen 1 and Screen 2 is done by pressing the F10 (left) key
and the F11 (right) key.

Replace the "??" in the FM column with the appropriate FM values and add any other
changes to the selection criteria as discussed in the *Report Selection Options
Screen* section earlier in this chapter. Pressing the **Enter** key causes the entire
screen to be edited. If no errors are detected, the message '340 –GROUP
SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN' is displayed at
the bottom of the screen.

To print a listing of all the reports included in the report group, press the **F6** – Print
key. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR
PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the
screen. The CSI914-2 report, 'Report Group Detail Report', is created and routed to
the BPRT ROPES queue, Print Class **Z** within a few minutes.

P – Print Group List

To print a listing of all the report groups and the reports within each group, key a **P** in
the Function field on the List of Report Groups Screen **(G.5)** and press **Enter**. A
CSI914-1 report, 'Report Group List Report', is routed to the BPRT ROPES queue,
Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST
LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is
displayed on the bottom of the screen. See Exhibit II-A-4 for an example of this
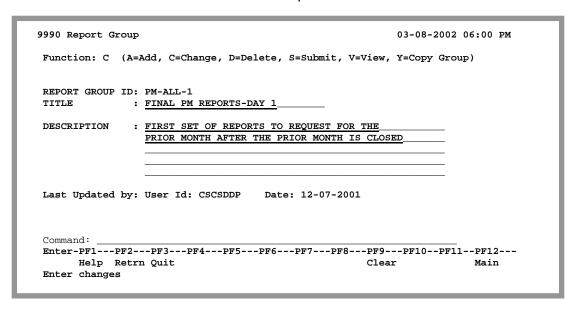report.

EXHIBIT II-A-4

```
CSI914-1 9990 (DEST: A1 CTP2) *****         DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                          CALSTARS                REPORT GROUP LIST                 REPORT                 ORG PAGE:      1
03/11/2003 (06:00) ******************************************************************************************* RUN PAGE:      1
  REPORT                                                                           <===LAST UPDATE===> LAST SUBMIT
  GROUP ID             TITLE                             DESCRIPTION                 USERID     DATE         DATE
---------- -----------------------------  ------------------------------------------------- -------- ---------- ----------
           RPT <PERIOD> <DETAIL> <=SELECT=>                     <=INDEX=>  <===PCA===> <OBJ DTL>
    STATUS ID   FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO   FROM   TO   FROM TO  FFY   PROJCT WP
    ----- ---  --  -   - - - -   ----  ----  -- -- -- -- -- --  ---- ----  ----- ----- --- ---  ----  ------ --
  PM-ALL-1  FINAL PM REPORTS-DAY 1                                                              CSCS99P  03-10-2003 05-20-2002
           A02  PM      0 1 0 0              A1 M3 L3
           A02  PM      0 2 0 0              A3 M2 L1 D1 H1
           A02  PM      0 3 0 0              A3 M2 L1 D1 H1
           A02  PM      1 0 0 0              A3 M2 L1 D1 H1
           A02  PM      2 0 0 0              A3 M2 L1 D1 H1
           A02  PM      3 0 0 0              A3 M2 L1 D1 H1
           A02  PM      4 0 0 0              A3 M2 L1 D1 H1
           A02  PM      5 0 0 0              A3 M2 L1 D1 H1
           A02  PM      6 0 0 0              A1 M2 L1 D1 H1
           B03  CM  I   0 0 0 1              A1
           B03  PM  I   0 0 0 1              A2 H1
           B03  PY  I   0 0 0 1              A3 H1
           B04  CM  E   0 0 0 1              H1 A1
```

C – Change

To make a change to a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **C** in the "F" column to the left of the Report Group ID to be modified and press **Enter** to display the Report Group Screen as shown below. Make any desired modifications to the Title and Description.

```
 9990 Report Group                                   03-08-2002 06:00 PM

  Function: C  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


 REPORT GROUP ID: PM-ALL-1
 TITLE           : FINAL PM REPORTS-DAY 1_____

 DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE_____
                   PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED_____
                   _____
                   _____
                   _____


 Last Updated by: User Id: CSCSDDP    Date: 12-07-2001



  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit                              Clear            Main
  Enter changes
```
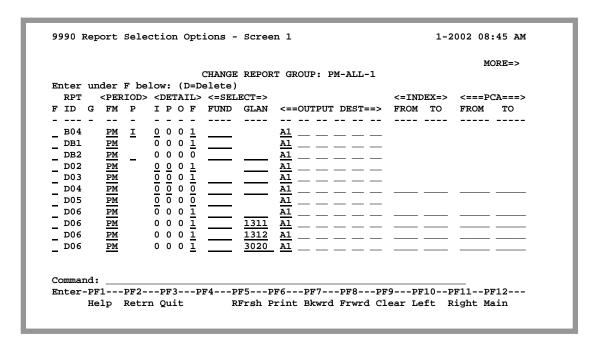
Note that the Report Group ID is green and cannot be changed. Press **Enter** to display the Request Standard Report Screen.

Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen as shown below. Make any desired modifications to the Request Standard Report Screen.

```
 9990 Request Standard Report                        03-08-2002 06:07 PM


                            CHANGE REPORT GROUP: PM-ALL-1
 Specify the number of versions for each report and press ENTER
  _ A02    _ A03    _ B03   1 B04    _ B06    _ C01    _ C02
  1 DB1    1 DB2    _ D01   1 D02   1 D03    1 D04    1 D05    7 D06    _ D07   1 D08
  _ D09    _ D10    _ D11    _ D12    _ D13    _ D14    _ D15   1 D16    _ D17    _ D18
    ET1      ET2    _ E01    _ E02    _ F01    _ F05
  2 G01    _ G02   2 G03    _ G04    _ G05
  1 HB4    _ HB5   1 HD1   1 HG1    _ HP1
  1 H00    _ H01    _ H02   1 H03   1 H04    1 H05    1 H06    _ H07   1 H08    _ H09
  _ H1A    _ H10   1 H11    _ H12    _ H13
  _ I01    _ K01   1 L01    _ L02    _ N10      N11    _ N20    _ P01    _ P02
  _ QC1    _ Q04    _ Q10    _ Q11    _ Q12    _ Q13    _ Q14   1 Q16    _ Q18    _ Q19
  1 Q21   1 Q22    _ Q23    _ Q24   1 Q25    _ Q26   1 Q27    _ Q28    _ Q29    _ Q32
  _ Q33    _ Q34   2 Q35    _ Q36    _ Q37    _ Q38    _ Q42    _ Q43    _ Q50    _ Q51
  _ R01   2 S01    _ U01    _ X01    _ X02    _ X03    _ Y01    _ REF


 Total Request Versions:   40     Total Report Requests:    40
 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit                               Clear              Main
 Enter changes
```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN', displays at the bottom of the screen. See the samples below.

```
 9990 Report Selection Options - Screen 1              1-2002 08:45 AM


                                                              MORE=>
                            CHANGE REPORT GROUP: PM-ALL-1
 Enter under F below: (D=Delete)
   RPT     <PERIOD> <DETAIL> <=SELECT=>                  <=INDEX=>  <===PCA===>
 F ID  G  FM  P   I P O F   FUND  GLAN  <==OUTPUT DEST==>  FROM TO   FROM   TO
 - ---  -  --  -   - - - -   ----  ----  -- -- -- -- -- --  ---- ----  ----- -----

  _ B04    PM  I   0 0 0 1   ____   A1  __ __ __ __ __ __
  _ DB1    PM      0 0 0 1   ____   A1  __ __ __ __ __ __
  _ DB2    PM   _  0 0 0 0   ____   A1  __ __ __ __ __ __
  _ D02    PM      0 0 0 1   ____   A1  __ __ __ __ __ __
  _ D03    PM      0 0 0 1   ____   A1  __ __ __ __ __ __
  _ D04    PM      0 0 0 0   ____   A1  __ __ __ __ __ __  ____ ____  _____ _____
  _ D05    PM      0 0 0 0   ____   A1  __ __ __ __ __ __
  _ D06    PM      0 0 0 1   ____   A1  __ __ __ __ __ __  ____ ____  _____ _____
  _ D06    PM      0 0 0 1   ____  1311 A1  __ __ __ __ __ __  ____ ____  _____ _____
  _ D06    PM      0 0 0 1   ____  1312 A1  __ __ __ __ __ __  ____ ____  _____ _____
  _ D06    PM      0 0 0 1   ____  3020 A1  __ __ __ __ __ __  ____ ____  _____ _____


 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit       RFrsh Print Bkwrd Frwrd Clear Left  Right Main
```

```
    9990 Report Selection Options - Screen 2                      03-11-2002 09:34 AM

                                                                            <=MORE
                                CHANGE REPORT GROUP: PM-ALL-1
    Enter under F below: (D=Delete)
      RPT <PERIOD> <DETAIL><OBJ DTL>                     REPORT      REQUESTOR
    F ID   FM  P   I P O F  FROM TO   FFY     PROJ    WP  GROUP ID    USER ID
    - ---   --  -   - - - -  --- ---  ----   ------  --  ----------  --------
    _ B04   PM  I   0 0 0 1                                          CSCSDDP
    _ DB1   PM      0 0 0 1                                          CSCSDDP
    _ DB2   PM  _   0 0 0 0                                          CSCSDDP
    _ D02   PM      0 0 0 1                                          CSCSDDP
    _ D03   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D04   PM      0 0 0 0   ___ ___  ____  _____  __              CSCSDDP
    _ D05   PM      0 0 0 0                                          CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    _ D06   PM      0 0 0 1   ___ ___  ____  _____  __              CSCSDDP
    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Retrn Quit        RFrsh Print Bkwrd Frwrd Clear Left  Right Main
    340-REPORT GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN
```

To rename a Report Group, use the **Y**=Copy Group function to create a new report group. Enter the new name and then delete the old report group.

D – Delete

To delete a report group(s), go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **D** in the "F" column to the left of the Report Group ID (s) to be deleted and press **Enter** to display the Report Group Screen. See sample below.

```
    9990 Report Group                                            03-11-2002 10:01 AM

    Function: D  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


    REPORT GROUP ID: PM-ALL-2
    TITLE           : FINAL PM REPORTS-DAY 2

    DESCRIPTION    : ADDITIONAL SET OF HISTORY REPORTS TO REQUEST FOR
                     THE PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED.



    Last Updated by: User Id: CSCSDDP    Date: 12-07-2001
    ┌─────────────────────────────────────────────────────────────────────┐
    │              A C T I O N   C O N F I R M A T I O N                     │
    │                                                                       │
    │                   DELETION of report group                            │
    │                                                                       │
    │              Press PF4 to confirm; PF2 to cancel                      │
    └─────────────────────────────────────────────────────────────────────┘
```

To delete the report group (s), select the **F4** key. To cancel the deletion, select the **F2** key. After selecting **F4**, the message, '331 –GROUP SUCCESSFULLY DELETED; PRESS **F2** TO CONTINUE/RETURN', is shown at the bottom of the

screen. If more than one report group was marked for deletion, select the **F2-NxGRP** key to navigate to the next report group to be deleted.

Note that the delete function accessed via Command **G.5**, List of Report Groups, can only delete a report group. To delete a report from a report group, use the change function on **G.5,** List of Report Groups Screen. To delete a report that has been submitted and accepted for processing as part of a report group, access the Report Selection Options Screen via Command **G.3**, Request Standard Reports. The report(s) must be deleted prior to nightly processing.

P – Print Detail

On the List of Report Groups Screen (**G.5**), key Function **P** in the "F" column (to the left of the Report Group ID) to print a CSI914-2 report, Report Group Detail Report. This report prints the Report Group ID and all the reports within the selected report group. A CSI914-2 report will be created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-5 for an example of this report.

S – Submit

To submit one or more report groups for processing from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **S** in the "F" column to the left of the Report Group ID(s).

Press **Enter** to display the Report Group Screen. The message '342-PRESS ENTER TO SUBMIT GROUP; OR PRESS PF2 TO CANCEL' appears at the bottom of the screen. See sample below.

```
 9990 Report Group                                      03-28-2002 01:59 PM

 Function: S  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


  REPORT GROUP ID: PM-ALL-1
  TITLE          : FINAL PM REPORTS-DAY 1

  DESCRIPTION    : FIRST SET OF REPORTS TO REQUEST FOR THE
                   PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED


  Last Updated by: User Id: CSWBPRT    Date: 03-27-2002


  Command:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit                                              Main
  342-PRESS ENTER TO SUBMIT;  OR PRESS F2 TO CONTINUE.
```

After pressing **Enter**, the message '335-GROUP SUCCESSFULLY SUBMITTED. PRESS F2 TO CONTINUE', displays at the bottom of the screen.

EXHIBIT II-A-5

```
CSI914-2 9990 (DEST: A1 CTP2) *****           DEPARTMENT OF AIR QUALITY           ************************** ORG NUMBER: 9990
                    CALSTARS                    REPORT GROUP DETAIL              REPORT                         ORG PAGE:      1
02/06/2002 (14:07) ********************************************************************************************* RUN PAGE:      1
  REPORT                                                                                   <===LAST UPDATE===>  LAST SUBMIT
  GROUP ID            TITLE                                     DESCRIPTION                 USERID     DATE         DATE
---------- ----------------------------- ------------------------------------------------ -------- ---------- ----------
           RPT <PERIOD> <DETAIL> <=SELECT=>                      <=INDEX=>  <===PCA===> <OBJ DTL>
    STATUS  ID  FM  P   I P O F  FUND GLAN <==OUTPUT DEST==>  FROM  TO   FROM   TO    FROM TO  FFY  PROJCT WP
    ----- --- -- -  - - - - ---- ---- -- -- -- -- -- -- ---- ---- ----- ----- --- --- ---- ------ --
PM-ALL-1   FINAL PM REPORTS-DAY 1         FIRST SET OF REPORTS TO REQUEST FOR THE           CSWBPRT  03-26-2002 03-18-2002
                                          PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
           B04  PM  I   0 0 0 1        A1
           DB1  PM      0 0 0 1        A1
           DB2  PM      0 0 0 0        A1
           D02  PM      0 0 0 1        A1
           D03  PM      0 0 0 1        A1
           D04  PM      0 0 0 0        A1
           D05  PM      0 0 0 0        A1
           D06  PM      0 0 0 1        A1
           D06  PM      0 0 0 1   1311 A1
           D06  PM      0 0 0 1   1312 A1
           D06  PM      0 0 0 1   1313 A1
           D06  PM      0 0 0 1   1319 A1
```

+--+
| NOTE: The word ERROR in the STATUS column designates a report with |
| errors. Groups containing reports with errors cannot be submitted. |
+--+

V – View

To view one or more report groups from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **V** in the "F" column to the left of the Report Group ID(s) on the List of Report Groups screen. Press **Enter** to display the Report Group screen as shown below.

```
    9990 Report Group                                   03-11-2002 01:03 PM

    Function: V  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


    REPORT GROUP ID: PM-BANK
    TITLE          : LAURA'S REPORTS FOR BANK REC

    DESCRIPTION    : GIVE THESE REPORTS TO LAURA TO DO THE MONTHLY BANK
                     RECONCILIATION.



    Last Updated by: User Id: CSCWW2    Date: 02-04-2002




    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                                              Main
    343-PRESS ENTER TO SEE DETAILS
```

Press **Enter** to display the Request Standard Report Screen. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See sample below.

```
    9990 Request Standard Report                        03-11-2002 01:56 PM

                         VIEW REPORT GROUP: PM-BANK

    _ A02    _ A03    _ B03    _ B04    _ B06    _ C01    _ C02
    _ DB1    _ DB2    _ D01    _ D02    _ D03    _ D04    _ D05    _ D06    _ D07    _ D08
    _ D09    _ D10    _ D11    _ D12    _ D13    _ D14    _ D15    _ D16    _ D17    _ D18
      ET1      ET2    _ E01    _ E02    _ F01    _ F05
    2 G01    _ G02    _ G03    _ G04    _ G05
    _ HB4    _ HB5    _ HD1    _ HG1    _ HP1
    _ H00    _ H01    _ H02    _ H03    _ H04    _ H05    1 H06    _ H07    _ H08    _ H09
    _ H1A    _ H10    _ H11    _ H12    _ H13
    _ I01    _ K01    _ L01    _ L02    _ N10      N11    _ N20    _ P01    _ P02
    _ QC1    _ Q04    _ Q10    _ Q11    _ Q12    _ Q13    _ Q14    _ Q16    _ Q18    _ Q19
    _ Q21    _ Q22    _ Q23    _ Q24    _ Q25    _ Q26    _ Q27    _ Q28    _ Q29    _ Q32
    _ Q33    _ Q34    _ Q35    _ Q36    _ Q37    _ Q38    _ Q42    _ Q43    _ Q50    _ Q51
    _ R01    _ S01    _ U01    _ X01    _ X02    _ X03    _ Y01    _ REF

    Total Request Versions:   3    Total Report Requests:     3
    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                                Clear         Main
    343-PRESS ENTER TO SEE DETAILS
```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen See sample below.

```
    9990 Report Selection Options - Screen 1              03-11-2002 02:13 PM
                                                                   MORE=>
                          VIEW REPORT GROUP: PM-BANK

     RPT    <PERIOD> <DETAIL> <=SELECT=>                 <=INDEX=> <===PCA===>
   F ID  G  FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==> FROM  TO   FROM    TO
   - --- -  --  -   - - - -  ----  ----  -- -- -- -- -- -- ---- ----  ----- -----
   _ G01     PM  M   0 0 0 1  ____  1110  A1 __ __ __ __ __
   _ G01     PM  M   0 0 0 1  ____  1130  A1 __ __ __ __ __
   _ H06     PM      1 0 0 1        A1 __ __ __ __ __




     Command: _____
     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Retrn Quit              Print Bkwrd Frwrd      Left  Right Main
```

Note that all fields are green on all screens within the View Function. A green field indicates that nothing can be changed.

Y – Copy Group

To copy a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **Y** in the "F" column to the left of the Report Group ID to be copied. Press **Enter** to display the Report Group Screen. See sample below.

```
    9990 Report Group                                    03-11-2002 02:35 PM

    Function: Y  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)


    REPORT GROUP ID: PM-ORF      (New Report Group ID required)
    TITLE          : TINA'S REV FUND REIMB REPORTS

    DESCRIPTION    : REPORTS FOR TINA TO DO THE RECONCILIATION OF THE
                     OFFICE REVOLVING FUND Reimbursement.
                     _____
                     _____
                     _____


    Last Updated by: User Id: CSCSDDP    Date: 03-11-2002


    Command: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                            Clear          Main
    341-ENTER INFORMATION TO BE UPDATED
```

Key a **new** Report Group ID, make any necessary changes to the Title and Description, and press **Enter** to display the Request Standard Report Screen. Note that 'COPY REPORT GROUP FROM *NNNNNNNN* to *NNNNNNNN*' is displayed on the 3rd line of the screen. See sample below.

```
 9990 Request Standard Report                               03-28-2002 03:08 PM

                      Copy Report Group from PM-ORF    TO PM-ORF-2
 Specify the number of versions for each report and press ENTER
 _  A02    _ A03    _ B03    1 B04    1 B06    _ C01    _ C02
 1  DB1    _ DB2    _ D01    _ D02    _ D03    _ D04    _ D05    _ D06    _ D07    _ D08
 _  D09    _ D10    _ D11    _ D12    _ D13    _ D14    _ D15    _ D16    _ D17    _ D18
    ET1      ET2    _ E01    _ E02    _ F01    _ F05
 _  G01    _ G02    _ G03    _ G04    _ G05
 _  HB4    _ HB5    _ HD1    _ HG1    _ HP1
 _  H00    _ H01    _ H02    _ H03    _ H04    _ H05    _ H06    _ H07    _ H08    _ H09
 _  H1A    _ H10    _ H11    _ H12    _ H13
 _  I01    _ K01    _ L01    _ L02    _ N10      N11    _ N20    _ P01    _ P02
 _  QC1      Q04    _ Q10    _ Q11    _ Q12    _ Q13    _ Q14    _ Q16    _ Q18    _ Q19
 _  Q21    _ Q22    _ Q23    _ Q24    _ Q25    _ Q26    _ Q27    _ Q28    _ Q29    _ Q32
 _  Q33    _ Q34    _ Q35    _ Q36    _ Q37    _ Q38    _ Q42    _ Q43    _ Q50    _ Q51
 _  R01    _ S01    _ U01    _ X01    _ X02    _ X03    _ Y01    _ REF


 Total Request Versions:   3      Total Report Requests:      3
 Command:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit                              Clear              Main
```

Make any desired modifications to the Request Standard Report Screen and press **Enter** to display the Report Selection Options Screen. Note that 'COPY REPORT GROUP FROM *NNNNNNNN* to *NNNNNNNN*' is displayed on the 3rd line of the screen.

Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED' appears on the bottom of the screen. See samples below.

```
 9990 Report Selection Options - Screen 1                   03-28-2002 03:16 PM

                     Copy Report Group from PM-ORF    TO PM-ORF-2
 Enter under F below: (D=Delete)
   RPT   <PERIOD> <DETAIL> <=SELECT=>                     <=INDEX=>  <===PCA===>
 F ID  G  FM  P   I P O F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO   FROM   TO
 - ---  -  --  -   - - - -  ----  ----  -- -- -- -- -- --  ---- ----  ----- -----
    B04    CM  I   0 0 0 1  ____        A1  __ __ __ __ __
    B04    PM  I   0 0 0 1  ____        A1  __ __ __ __ __
    B06    PM      0 0 0 1  ____        A1  __ __ __ __ __
    DB1    PM      0 0 0 1  ____  ____  A1  __ __ __ __ __




 Command:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit       RFrsh Print Bkwrd Frwrd Clear Left  Right Main
 340-GROUP SUCCESSFULLY UPDATED
```

Multiple Users When Using List of Report Groups Screen

It is strongly recommended that no more than one person at a time access a report group. The messages previously described in the *Multiple Users When Using Request Standard Reports Screen* section of this chapter also display when more than one person works at the same time in the **G.5** List of Report Groups process. In addition, the following messages may be issued:

✪ 323 –REPORT REQUESTS CHANGED IN ANOTHER SESSION; PRESS ENTER TO CONTINUE.

✪ INTERVENING MODIFICATION, PLEASE TRY AGAIN.

✪ ATTEMPTED TO UPDATE/DELETE GROUP THAT WAS NOT IN HOLD STATUS.

When these messages occur, it is recommended that the **F2** key be pressed to exit the function. Determine what changes are required for the report group and have one individual make the changes.

SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to ensure that all reports are requested and received before the end of the fiscal month. Occasionally, however, reports are lost or are no longer available through the standard report request process. If so, agencies may submit a Special Report Request Form, CALSTARS 92, to request the reports. The Special Report Request Form may also be used when an agency wants a long-term electronic storage file (E1) printed on their agency printer or other medium. The CALSTARS 92 form is displayed in Exhibit II-A-6.

Note: Each agency should designate one person to submit all special report requests.

Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
            Department of Finance (IMS: A-15)
            915 - L Street, 7th Floor
            Sacramento, CA, 95814

Fax: (916) 323-4049

As workload permits, requests are filled <u>in the following order</u>:

1. Reports needed for monthly reconciliations or to solve production problems;

2. Reports needed by Management, including auditors; or,

3. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report. For example, reports listed as **M1** on the Ref Card cannot be special-requested as **L***n*.

System Generated Reports may be special-requested only on Microfiche or Agency Print <u>and</u> are *only available for a few days* following report generation (temporary files), e.g., Cost Allocation, Labor Generator).

Due to the cumulative nature of the N10, N11, P01, P02 and U01 reports, they are not available through the special request process.

Agencies are billed for the cost of producing these reports. The billing is included on the monthly invoice from the DTS and is clearly identifiable.

<u>The following instructions apply to CALSTARS 92</u>:

Output	List the number of copies of each output media requested. Reports listed as **M1** on the Ref Card cannot be special-requested as **L***n*.
Report ID or Name	List the specific ID or name of the report requested. Please, only one report request on each form.
Report FY	Show Fiscal Year (2005-2006 is shown as **FY 05**).
Fiscal Month	Fiscal Month (**not** calendar month; March is shown as **FM 09**).
Period	Several options are available. Refer to the current Ref Card or to the specific report description in Volume 6.
Level-of-detail	Specify desired levels of detail (I-P-O-F), or fill with zeros (**0000**), as appropriate.
E1 Files	If the report requested exists as a long-term electronic storage (**E1**) file, note '**From E1 File**' in the section titled '**Explain why the report was not ordered through the normal request process**'.

If the form is not completed correctly, it will delay the processing of the request.

EXHIBIT II-A-6

DEPARTMENT OF FINANCE **CALSTARS SPECIAL REPORT REQUEST** CALSTARS 092 (REV 03/03)	**TO:** CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov

REQUESTING AGENCY	CONTACT PERSON

TELEPHONE NO. EXTENSION	DATE OF REQUEST	SIGNATURE / TITLE OF ACCOUNTING OFFICE CHIEF

REPORT NEEDED FOR: (Check one)   **OUTPUT:** (Check one or enter number of copies wanted for M, L or P)

Agency Reconciliation	Solve Production Problem	Management Reports	Other^{1/}	Agency Printer (A)	Microfiche (M)	Laser 12 x 8½ (L)	RJE (R)	Report Data Set (D)	File Copy 2/

^{1/} Explain/describe if "Other" indicated, above.	^{2/} Specify the File (AP, DF, CC, etc.) and the period for the File.

Explain why the report was not ordered through the normal request process.

REPORT ID or NAME (enter only one)	ORG CODE	INSTRUCTIONS: Refer to the CALSTARS Procedures Manual Vol. 6 and/or the Report Request Ref Card for completing the items below. Coding errors may cause your report to be delayed and/or cost more to process.

REPORT FY (Ex. 02 = 2002/03)	FISCAL MONTH (FM) (Ex. 01=July)	PERIOD^{3/} (P)	LEVEL OF DETAIL I P O F	FUND^{3/}	GENERAL LEDGER (GLA) ^{3/}

^{3/} Complete these items only if allowed/appropriate for the REPORT ID indicated above.

ROUTE REPORT TO: (check one)   (or) MAIL REPORT TO:

Courier Service to Agency	Agency Pickup	CALSTARS Analyst	

CALSTARS USE ONLY		
ANALYST APPROVAL	DATE (YYMMDD)	REQUEST NUMBER
COMPLETED BY	DATE (YYMMDD)	

CALSTARS REF CARD

The Ref Card is a standard CALSTARS report that can be requested through the Request Standard Reports screen. A Ref Card should be ordered whenever changes are made to reports to ensure the most current information is available when ordering standard reports.

The Ref Card displays the available report options for each standard report, as well as the ROPES report queues for standard reports, system generated reports, and external reports. System generated reports and external reports are displayed on the last page of the Ref Card. Note that the report names for system generated reports are sometimes listed in ranges, e.g., CFB533-1 – CFB535-1.

The available Output Destinations for standard reports are represented by codes, which are displayed in the 'Dest Code' column of the Ref Card. For example, code **A1** represents agency print only; and **&&** represents all print options available. The complete list of codes are defined in the Destination Codes section on the Ref Card.

An example of the Ref Card is displayed in Exhibit II-A-7.

EXHIBIT II-A-7

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CALSTARS REPORT REQUEST TABLE REFERENCE CARD    05/06/08        -PERIOD-    --LEVEL OF DETAIL--
                                                               -FM-  P   INDX  PGM  OBJ  FUND -OPTIONAL SELECTION-  DEST ROPES
ID              REPORT TITLES                                  A  E      I     P   O/S   F   FUND  GLA  FFY PRJ/WP CODE GROUP
                                                              =  =  ===  ===   ===  ===  ===  ====  ==== === ====== ==== =====
A02 ALLOT STATUS BY PROG, ORG & OBJ                           A  L  FFY  0-6   0-5  0-4  0-2  N/A   GL6                 && RAA1
A03 ALLOTMENT STATUS BY OBJECT & ORGANIZATION                 A  L  FFY  1-6   N/A  0-4  0-2  N/A   GL6                 && RAA1
B03 APPROPRIATION CONTROL ACCOUNT REPORT                      A  L  I;E  0-1   N/A  N/A  1-2  N/A   N/A                 && RBB1
B04 DETAIL REPORT OF APPROPRIATION STATUS                     A  L  I;E  0-1   N/A  N/A  1-2  NNNN  ENY   Y            && RBB1
B06 FINAL BUDGET REPORT                                       A  L  FFY  0-1   N/A  N/A  1-2  NNNN  GL6                 && RBB1
C01 STATEMENT OF CASH POSITION FOR ALL NON-SHARED FUNDS       A  L  Y;M  0-1   N/A  N/A  1-2  N/A   N/A                 && RCC1
C02 FEDERAL AUTHORIZATION AND CASH TRACKING REPORT - 44 ACCOUNT A L  Y;M  0-1   N/A  N/A  N/A  N/A   N/A                 && RCC1
DB1 SCO RECONCILIATION REPORT                                 A  L       0-1   N/A  N/A  1-2  NNNN  ENY                 && RDD1
DB2 SCO/CALSTARS MONTHLY RECONCILIATION REPORT                L  L  B;U  0-6   0-1  N/A  N/A  NNNN  ENY                 && RDD1
DB3 AUTOMATED SCO YEAR-END REPORT                             K  K  T;N  N/A   0-1  N/A  N/A  NNNN  ENY                 && RDD1
D01 DOCUMENT REPORT OF ENCUMBRANCES & OBLIGATIONS & PAYABLES  A  L       0-1#  0-2# N/A# 1-2  NNNN  GL1   Y   Y        && RDD2
D02 AGED REVOLVING FUND ADVANCES                              A  L       0-1   0-1  N/A  1-2  N/A   GL9                 && RDD2
D03 ACCOUNTS RECEIVABLE AGING                                 A  L       0-1   0-2  N/A  1-2  NNNN  GL2   Y   Y        && RDD2
D04 RECEIVABLE STATUS REPORT                                  A  L       0-1#  0-2# N/A# 0-2  NNNN  GL2   Y   Y        && RDD2
D05 DOCUMENT REPORT OF CLAIMS FILED                           A  L       0-1   N/A  N/A  0-2  NNNN  N/A                 && RDD2
D06 DOCUMENT REPORT BY APPROPRIATION                          A  L       N/A#  N/A# N/A# 1-2  NNNN  NNNN  Y   Y        && RDD2
D07 YEAR-END DOCUMENT FILE REPORT OF ENCUMBRANCES (GLAN 6150) A  L  V    0-1#  N/A# N/A# 0-1  NNNN  N/A   Y   Y        && RDD2
D08 OFFICE REVOLVING FUND STATUS REPORT                       A  L       0-1   0-1  N/A  1-2  N/A   GL8                 && RDD2
D09 DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCT & DOCUMENT NUM A L       0-1#  0-1# N/A# 0-3  NNNN  NNNN  Y   Y        && RDD2
D10 DOCUMENT RPT BY GEN LEDGER, SUBSIDIARY ACCOUNT AND OBJECT A  L       0-1#  0-1# N/A# 0-3  NNNN  NNNN  Y   Y        && RDD2
D11 REPORT OF DOCUMENT FILE RECORDS WITH AN ABNORMAL BALANCE  A  L       0-1#  0-2# N/A# 1-2  NNNN  NNNN  Y   Y        && RDD2
D12 ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q12 REPORT  A  L  FFY  0-6#  0-5# 0-4# 0-5  NNNN  GL4   Y            && RDD2
D13 ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q16 REPORT  A  L  FFY  0-6#  0-5# 0-4# 0-5  NNNN  GL4   Y            && RDD2
D14 ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q19 REPORT  A  L  FFY  0-6#  0-5# 0-4# 0-5  NNNN  GL4   Y   Y        && RDD2
D15 ENCUMBRANCE & OBLIGATION DOCUMENTS SUPPORTING Q18 REPORT  A  L  FFY  0-6#  0-5# 0-4# 0-5  NNNN  GL4   Y   Y        && RDD2
D16 DOCUMENT REPORT FOR SCO RECONCILIATION                    A  L       0-1#  N/A# N/A# 1-2  NNNN  NNNN  Y   Y        && RDD1
D17 DOCUMENT REPORT BY PROJECT & GL                           A  L       N/A#  N/A# N/A# 0-2  NNNN  NNNN  Y   Y        && RDD2
D18 ENCUMBRANCES OF CONTINUING APPROPRIATIONS                 A  L       0-1   N/A  N/A  1-2  NNNN  N/A                 && RDD1
ET1 TIME SHEET EXCEPTION REPORT                               I  X       N/A   0-1  N/A  N/A  N/A   N/A                 A1 RMM1
ET2 TIME SHEET TURNAROUND DOCUMENTS                           G  X       0-1   1-4  0-1  N/A  N/A   N/A                 A1 RET2
E01 ORGANIZATION EXECUTIVE REPORT                             B  R  FFY  0-1   N/A  1-2  N/A  N/A   GL6                 A1 REE1
E02 PROGRAM EXECUTIVE REPORT                                  B  R  FFY  N/A   0-1  1-2  N/A  N/A   GL6                 A1 REE1
F01 SUMMARY OF PROJECT REVENUES & EXPENDITURES                A  L       0-1   1-3# 0-5# 0-2  NNNN  GL6       Y        && RFF1
F05 SUMMARY OF LETTER OF CREDIT BALANCES                      A  L       N/A   N/A  N/A  N/A  N/A   N/A                 && RFF1
G01 TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS                  A  L  Y;M  0-1   N/A  N/A  1-3  NNNN  NNNN                && RGG1
G02 YEAR-END GENERAL LEDGER REPORT                            A  L       0-1   N/A  N/A  1-3  NNNN  N/A                 && RGG1
G03 TRIAL BALANCE BY TRANSACTION CODE                         A  L  Y;M  0-1   N/A  N/A  1-3  NNNN  NNNN                && RGG1
G04 YEAR END SPECIAL FUND EQUITY REPORT                       L  L       0-1   N/A  N/A  1-3  NNNN  N/A                 && RGG1
G05 GENERAL FIXED ASSET REPORTS                               A  L       0-1   N/A  N/A  1-2  N/A   N/A                 && RGG1
HB4 APPROPRIATION TRANSACTION SUMMARY                         A  L       0-1   N/A  N/A  1-2  NNNN  ENY                 && RHH1
HB5 ANALYSIS OF GENERAL CASH RECEIPTS & DISBURSEMENTS         A  L       0-1   0-2  0-1  1-2  NNNN  N/A                 && RHH2
HD1 ORF ADVANCE TRANSACTION ANALYSIS                          A  L       N/A   N/A  N/A  1-2  N/A   GL9                 && RHH3
HG1 GENERAL LEDGER ANALYSIS REPORT                            A  L  H    0-1   0-1  N/A  1-3  NNNN  NNNN                M1 RHH4
HP1 PROJECT TRANSACTION ANALYSIS REPORT                       A  L       N/A#  N/A# N/A# 0-1  NNNN  GL6       Y        M1 RHH4
H00 TRANSACTION REGISTERS (REGISTER NUMBERS: 1-9;A;B;P)       A  L  F    TR#   TR#  TR#  TR   N/A   N/A   Y   Y        M1 RHH4
```

EXHIBIT II-A-7 (Continued)

CALSTARS REPORT REQUEST TABLE REFERENCE CARD   05/06/08

ID	REPORT TITLES	-FM- A	E	P	INDX I	PGM P	OBJ O/S	FUND F	FUND	GLA	FFY	PRJ/WP	DEST CODE	ROPES GROUP
H01	INDEX TRANSACTION ANALYSIS REPORT	A	L		N/A#	N/A#	N/A#	N/A	N/A	GL6	Y		M1	RHH4
H02	SCO/CALSTARS MONTHLY DETAIL RECONCILIATION REPORT	L	L	B;U	N/A	N/A	N/A	N/A	NNNN	ENY			&&	RHH1
H03	GENERAL CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L		N/A	N/A	N/A	1-2	NNNN	N/A			&&	RHH2
H04	CLAIMS IN PROCESS AND FILED ACTIVITY REPORT	A	L		N/A	N/A	N/A	N/A	NNNN	N/A			&&	RHH1
H05	REMITTANCE ADVICE WORKSHEET	A	L		N/A	N/A	N/A	1-2	NNNN	N/A			&&	RHH2
H06	CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L		0-2	N/A	N/A	0-2	NNNN	N/A			&&	RHH2
H07	LETTER OF CREDIT DRAWDOWN REMITTANCE ADVICE WORKSHEET	A	L		N/A	N/A	N/A	N/A	N/A	N/A			&&	RHH2
H08	REVENUE TRANSACTION REGISTER	A	L		N/A#	N/A#	N/A	1-2	NNNN	N/A	Y		&&	RHH2
H09	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q12 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y		M1	RHH3
H1A	PCA TRANSACTION ANALYSIS REPORT	A	L		N/A#	N/A#	N/A#	N/A	N/A	GL10	Y	Y	M1	RHH3
H10	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y		M1	RHH3
H11	TRANSACTION ANALYSIS REPORT FOR EQUIPMENT	A	L		0-1#	0-1#	N/A#	N/A	N/A	N/A	Y		&&	RHH3
H12	MINORITY/SMALL BUSINESS TRANSACTION ANALYSIS	A	L		0-1	N/A	N/A	0-1	N/A	N/A			&&	RHH3
H13	HISTORY EXPEND RECORDS INCL PROJECT SUPPORTING Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y		M1	RHH3
I01	LISTING OF INDEX CODES BY SUB-SECTION	M	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RMM1
K01	OUTSTANDING CHECK REPORT	J	S		N/A	N/A	N/A	1-2	N/A	N/A			&&	RMM1
L01	TEST-LABOR DIST BY PCA, INDEX, UNIT, AND NAME	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	N/A	Y	Y	&&	RLL1
L02	LABOR DISTRIBUTION BY FFY, PCA	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	N/A	Y	Y	&&	RLL1
N10	SCHEDULE 10 SUMMARY WORKSHEET REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A			&&	RNN1
N11	SCHEDULE 10 DETAIL WORKSHEET REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A			&&	RNN1
N20	REVENUES & TRANSFERS SCHEDULE 10R WORKSHEET	A	L		0-1	N/A	N/A	N/A	N/A	N/A			&&	RNN1
P01	YEAR-TO-DATE REPORTABLE PAYMENT REPORT	H	H		N/A	N/A	N/A	0-1	N/A	N/A			&&	RPP1
P02	REPORTABLE PAYMENT 1099-MISC/INT EXCEPTION REPORT	H	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RPP1
QC1	COST ALLOCATION EXCEPTION REPORT	B	X		N/A	N/A	N/A	N/A	N/A	N/A			&&	RQQ4
Q04	SUMMARY EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	0-2	0-5#	0-4#	0-2	NNNN	GL6	Y		&&	RQQ4
Q10	EXPENDITURES BY ORGANIZATION & OBJECT	B	R	FFY	0-6#	N/A	0-4#	0-2	NNNN	GL6	Y		&&	RQQ2
Q11	CUMULATIVE EXPENDITURES BY CHAR, ORG, PGM & OBJ	B	R		0-6#	0-5#	0-4#	0-5	NNNN	GL7			&&	RQQ2
Q12	EXPENDITURES BY ORGANIZATION & PROGRAM & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y		&&	RQQ2
Q13	CUMULATIVE EXPENDITURES BY CHAR, PGM, ORG & OBJ	B	R		0-6#	0-5#	0-4#	0-5	NNNN	GL7			&&	RQQ3
Q14	EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	N/A	0-5#	0-4#	0-2	NNNN	GL6	Y		&&	RQQ3
Q16	EXPENDITURES BY PROGRAM & ORGANIZATION & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y		&&	RQQ3
Q18	DETAIL OF PROJECT WORKPHASE EXPEND/RECPTS/UNITS BY PROGRAM	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q19	DETAIL OF PROJECT WORKPHASE/EXPEND/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q21	PCA REPORT	B	R	FFY	N/A	0-1#	N/A	0-1	NNNN	N/A	Y		&&	RQQ1
Q22	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROGRAM	E	E		N/A	N/A	N/A	1-2	N/A	ENY	Y		&&	RQQ1
Q23	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY CATEGORY	E	E		N/A	N/A	N/A	1-2	N/A	N/A			&&	RQQ1
Q24	RECEIPT BY ORGANIZATION & PROGRAM & SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3	Y		&&	RQQ1
Q25	SUMMARY OF RECEIPTS BY APPROPRIATION	B	R	FFY	N/A	N/A	1-2	1-2	NNNN	GL3			&&	RQQ1
Q26	YEAR END STATEMENT OF REVENUE	B	R	FFY	N/A	N/A	N/A	1-2	NNNN	N/A			&&	RQQ1
Q27	RECEIPTS BY PROGRAM, ORGANIZATION, AND SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3			&&	RQQ1
Q28	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY PROGRAM	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q29	SUMMARY OF PROJECT EXPENDITURES/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q32	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROJECT	E	E		N/A	N/A	1-4	1-2	N/A	N/A			&&	RQQ1
Q33	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY FEDERAL CATALG NO	E	E		N/A	N/A	1-4	N/A	N/A	N/A			&&	RQQ1
Q34	REPORT OF EXPENDITURES OF FEDERAL FUNDS	K	K		N/A	0-1	N/A	N/A	N/A	N/A			&&	RQQ3

EXHIBIT II-A-7 (Continued)

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CALSTARS REPORT REQUEST TABLE REFERENCE CARD     05/06/08        -PERIOD-    --LEVEL OF DETAIL--
                                                                -FM-  P   INDX  PGM  OBJ  FUND -OPTIONAL SELECTION-  DEST ROPES
ID               REPORT TITLES                                   A  E      I    P   O/S   F    FUND  GLA  FFY PRJ/WP CODE GROUP
                                                                =  =  ===  ===  ===  ===  ===  ====  ==== === ====== ==== =====
Q35  PROGRAM EXPENDITURES AND REIMBURSEMENTS                     B  R  FFY  0-6# 0-9# 0-4# 0-9  NNNN  GL12             && RQQ5
Q36  ORGANIZATION EXPENDITURES AND REIMBURSEMENTS               B  R  FFY  0-6# 0-9# 0-4# 0-9  NNNN  GL12             && RQQ5
Q37  SUMMARY OF PROGRAM EXPENDITURES AND REIMBURSEMENTS         B  R  FFY  0-6# 0-9# 0-4# 0-7  NNNN  GL12             && RQQ5
Q38  SUMMARY OF ORGANIZATION EXPENDITURES AND REIMBURSEMENTS    B  R  FFY  0-6# 0-9# 0-4# 0-7  NNNN  GL12             && RQQ5
Q42  PERSONNEL HOUR STATISTICS ACCOUNTABILITY REPORT            B  R       0-1# 0-3# N/A  N/A  N/A   N/A   Y          && RQQ4
Q43  SCO PAID HOUR STATISTICS REPORT                            B  R       0-1# 0-3# N/A  N/A  N/A   N/A   Y          && RQQ4
Q50  EXPENDITURE TREND ANALYSIS BY ORGANIZATION, PROGRAM, OBJECT A  L  FFY  0-6# 0-5# 0-4# 0-2  NNNN  N/A   Y          && RQQ4
Q51  EXPENDITURE TREND ANALYSIS BY PROGRAM, ORGANIZATION, OBJECT A  L  FFY  0-6# 0-5# 0-4# 0-2  NNNN  N/A   Y          && RQQ4
R01  LISTING OF PCA NUMBERS BY ELEMENT                          M  H       N/A  N/A  N/A  N/A  N/A   N/A              && RMM1
S01  REPORT OF SUBSIDIARIES ON FILE                             A  L  Y;M  0-1  N/A  N/A  1-3  NNNN  NNNN             && RGG1
U01  VENDOR PAYMENT DETAIL REPORT                               A  L  S    VT   VT   VT   VT   N/A   N/A              M1 RUU1
X01  ALPHABETIC LIST OF VENDOR EDIT TABLE                       H  H  N    0-1  N/A  N/A  1-2  N/A   N/A              && RXX1
X02  VENDOR EDIT TABLE BY VENDOR NUMBER                         H  H  N    0-1  N/A  N/A  1-2  N/A   N/A              && RXX1
X03  LISTING OF FEIN-SSN WITH MULTIPLE VENDOR NUMBERS           H  H       N/A  N/A  N/A  N/A  N/A   N/A              && RXX1
Y01  LISTING OF ACCRUALS TO BE REVERSED IN THE NEW YEAR         K  K       N/A  N/A  N/A  N/A  N/A   N/A              && RYY1
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EXHIBIT II-A-7 (Continued)

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---- REPORT PERIOD NOTES/OPTIONS --      --- LEVEL OF DETAIL (IPOF) NOTES/OPTIONS ---    -FUND, GLA, FFY & PRJ/WP SELECTION OPTIONS -

 FM OPTIONS (MUST BE SPECIFIED)          # TO THE RIGHT OF I, P, OR O/S COLUMN MEANS    BLANK FUND OR GLA SELECTS ALL VALID NUMBERS
   A - FOR ALL OUTPUT DEST EXCEPT E1         ADDITIONAL SELECT OPTIONS AVAILABLE           (OPTIONAL SELECTIONS NOT AVAILABLE FOR E1
   E - FOR E1 OUTPUT DEST                                                                    EXCEPT WHERE NOTED BELOW.)
                                         DB2 = I=0 ENTIRE REPORT
   A = CM; PM; PY                                I=1 DETAIL ACCOUNTS                      NNNN= ENTERING A FUND NUMBER WILL PRODUCE A
   B = CM; PM; PY; 01-13                         I=2 CONTROL ACCOUNTS ONLY                     REPORT ONLY FOR THAT FUND. (U01- ENTER
   E = CM; PY                                    I=3 DISBURSING ACCOUNTS ONLY                  N998 TO EXCLUDE FUND 0998 - ORF)
   F = CM; PM                                    I=4 REVENUE ACCOUNTS ONLY
   G = CM; NM                                    I=5 TRANSFER ACCOUNTS ONLY               NNNN= ENTERING A GLA WILL PRODUCE A REPORT
   H = CM                                        I=6 REIMBURSEMENT ACCOUNTS ONLY               ONLY FOR THAT GLA OR GROUP OF GLA'S
   I = PM                                 DB2│= P=0 REPORT WITHOUT APPN SYMBOL TITLE
   J = CM; PM; 01-12                      DB3│  P=1 REPORT WITH APPN SYMBOL TITLE         ENY = YYYY IN GLA SELECTS ONE ENACTMENT YEAR
   K = PY                                                                                       BLANK = ALL ENACTMENT YEARS
   L = PM; PY                             D01│= P=0 ALL DOCUMENTS
   M = CM; 00-99 (SELECT ONE FFY)         D03│  P=1 SORT/PAGE BREAK BY PROJECT NO          Y = IN FFY OR PRJ/WP COLUMN INDICATES
   R = PM; PY; 01-13                      D04│  P=2 SORT/PAGE BREAK BY PROJECT NO/WP           OPTIONAL SPECIAL SELECTION AVAILABLE
   S = PM; 01-13
   X = E1 OUTPUT DEST NOT AVAILABLE       D02 = P=0 BY VEND NUMBER                        GL1 = 3010; 3040; 3110; 3210; 3220; 3290;
                                                P=1 BY DOC NUMBER                               3730; 6150; 6170.
   NOTE: PY OPTION AVAILABLE ONLY
         FROM JULY 1 UNTIL AGENCY         D07 = F=0 NO SUB-TOTAL                          GL2 = 1311; 1312; 1313; 1314; 1315; 1319;
         RUNS YEAR-END CLOSE.                    F=1 SUB-TOTAL BY PCA                           1330; 1340; 1400; 1500.
 P OPTIONS:                               D08 = I=0 BY DOCUMENT NUMBER                    GL3 = DEFAULT (EST RECEIPTS = 6230 + 6231);
   FOR E1 OUTPUT DEST, PERIOD MUST BE            I=1 BY VENDOR NUMBER BY DOC NUMBER             6212 (PLANNED RECEIPTS = 6211 + 6212).
   BLANK EXCEPT FOR: "I;E", "Y;M",               P=0 NO SORT OR PAGE BREAK BY GLAN                 (6212 OPTION CAN BE USED FOR E1)
   H00 MUST BE "F", AND Q35-Q38 MUST            P=1 PRIMARY SORT/PAGE BREAK BY GLAN
   BE EITHER "I" OR BLANK.                                                               GL4 = DEFAULT (6150 + 6170); 6150; OR 6170.
                                         D09│= P=0 DON'T SHOW SUBSIDIARY CODE
   B;U - OPTION: (DB2 & H02)             D10│  P=1 SHOW SUBSIDIARY CODE                  GL6 = DEFAULT (ENCUMBRANCES + ALLOC ENCUMB);
    B = BALANCED RECORDS ONLY                                                                  6150 (ENCUMBRANCES ONLY).
    U = UNBALANCED RECORDS ONLY          D11 = P=0 NO PROJECT
    BLANK = ALL RECORDS                          P=1 PROJECT ONLY                        GL7 = DEFAULT (ENCUMBRANCES + ALLOC ENCUMB);
                                                P=2 PROJECT & WORKPHASE                        6150 (ENC ONLY); XXXX=ANY ENACT YEAR.
   F - OPTION:  (H00)
    F = FIXED 2 LINE FORMAT PER           ET1 = P=O DISPLAY EMPL INFO ONLY               GL8 = DEFAULT (1190, 1400, 1710, 1712, 1714)
        TRANSACTION FOR MONARCH                 P=1 DISPLAY EMPL INFO AND HOME BASE
    BLANK = VARIABLE LINES PER TRANS                                                     GL9 = 1190; 1710; 1712; 1714.
                                         ET2 = I=0 DISPLAY FULL EMPLOYEE NBR
   FFY - FFY OPTION:                             I=1 DISPLAY LAST 4 DIGITS ONLY          GL10= DEFAULT (9000, 9812, 9822, 9844, 6150,
    C = CURRENT FISCAL YEAR ONLY                 P=1 HEADING ONLY                                      6160, 6170);
    P = ALL PRIOR FISCAL YEARS ONLY              P=2 HEADINGS & BODY, EXCEPT LOC/MP            6150 (ALL EXCEPT 6160).
    BLANK = ALL FISCAL YEARS                     P=3 HEADINGS & BODY, WITH LOCATION
    I = INCEPTION-TO-DATE ON Q35-Q38             P=4 HEADINGS & BODY, WITH MP CODE       GL11= DEFAULT-ALL 3 REPORTS AND ALL GLAN'S
                                                O=0 DISPLAY PAY PERIOD YEAR AS YY                 (EXCEPT PLANNED RECEIPTS);
   G;A - OPTION:  (L01 & L02)                   O=1 DISPLAY PAY PERIOD YEAR AS CCYY           6150 ALL 3 RPTS, (EXCLUDES ALLOC ENC);
    A = ADJUSTMENTS ONLY                                                                       6902 UNITS REPORT ONLY;
    G = GENERATORS ONLY                   HB5 = P=0 BY CURR DOC                                 8000 RECEIPT REPT ONLY-(EST & ACTUAL);
    BLANK = ALL RECORDS                          P=1 BY TRANS ID                               8621 RECEIPT RPT ONLY-(PLAN & ACTUAL);
                                                P=2 BY LC AND DEPOSIT NUMBER                      (8621 OPTION CAN BE USED FOR E1)
   H - OPTION:  (HG1)                            O=0 SUM CURRENT MONTH DEPOSITS                9000 EXPENDITURE REPORT ONLY.
    S = SUMMARIZE COST ALLOC, LABOR,             O=1 DETAIL CURRENT MONTH DEPOSITS
        SPECIAL PROCESS, YE BALANCE
    BLANK = NO SUMMARIZATION              HG1 = P=0 BY TRANS ID
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EXHIBIT II-A-7 (Continued)

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   I;E - REQUIRED FIELD            H00 = IPOF MUST BE '0000' FOR E1 OUTPUT    GL12= DEFAULT- ENCUMB COLUMN = ENC + OBLIG +
    I = INCLUDE FFY                                                                  ALLOC ENC;  BUDGET = 6210 + 6230;
    E = EXCLUDE FFY                H06 = I=0 NO TOTALS BY CHECK NO/CUR DOC NO    6150 ENCUMB COL = ENC + OBLIG
                                         I=1 TOTAL BY CHECK NO/CURRENT DOC NO         BUDGET COL = 6210 + 6230;
   N - OPTION:  (X01 & X02)              I=2 TOTAL BY LC/DEPOSIT NO & CHECK NO   6211 ENCUMB COLUMN = ENC + OBLIG +
       SELECT VENDOR TYPE:                                                           ALLOC ENC.  BUDGET = 6210 + 6211;
       C, E, I, P, OR 0-5 = SELECT H09-H10 = SEE Q11-Q13 NOTES                       (6211 OPTION CAN BE USED FOR E1)
          ONE SPECIFIC VENDOR TYPE                                              6221 ENCUMB COL = ENC + OBLIG
       A  = ALL C,E,I,P & 0 TYPES  H11 = I=0 BY INDEX;                               BUDGET COL = 6210 + 6211;
       X  = ALL EXCEPT TYPE 1 (EMP)      I=1 NOT BY INDEX                       0XXX = SELECT SPECIFIC FFY. (USE LAST
       BLANK = ALL VENDOR TYPES          P=0 EQUIP ONLY;                             3 DIGITS OF FFY IN PLACE OF XXX)
                                         P=1 EQUIP + CAP OUTLAY                      ENCUMB COLUMN = ENC + OBLIG +
   S - OPTION; (U01)                                                                 ALLOC ENC.  BUDGET = 6210 + 6211;
    M = ONE MONTH OF PAYMENTS      H12 = I=0 BY AGENCY ETHNIC CODE              1XXX = SELECT SPECIFIC FFY. (USE LAST
    S = SIX MONTHS OF PAYMENTS           I=1 ETHNIC CODE CONVERSION (SORT)           3 DIGITS OF FFY IN PLACE OF XXX)
    Y = ONE YEAR OF PAYMENTS             F=0 ALL FUNDS COMBINED (1 REPORT)           ENCUMB COLUMN = ENC + OBLIG +
    BLANK = ALL PAYMENTS                 F=1 FED/ALL OTHERS (2 REPORTS)              ALLOC ENC.  BUDGET = 6210 + 6230.
      SEE CPM VOL 6 CH III FOR
      SPECIFIC SELECTION OPTIONS   K01 = F=1 NO SUBTOTAL BY CHECK NUMBER
                                         F=2 SUBTOTAL BY CHECK NUMBER
   T;N - OPTION: (DB3)                                                          ---LEVEL OF DETAIL (IPOF)  (CONTINUED) ---
     N = RECS NOT READY TO TRANSMIT L01│= I=0 NO EMPLOYEE NUMBER
     T = RECORDS READY TO TRANSMIT  L02│  I=1 INCL EMPLOYEE NUMBER              Q35-36 = F=0-2 = STANDARD OPTIONS
     BLANK = ALL RECORDS                  P=1 INCL TIME SHEET & SCO HOURS                F=4 FUND AFTER PROG/INDEX
                                          P=2 INCL BATCH INFORMATION                     F=5 FUND DETAIL AFTER PROG/INDEX
   V - OPTION: (D07)                                                                     F=6 FUND & REFERENCE
     I = VENDOR TYPE I ONLY        N20 = I=0 HEADQUARTERS + INSTITUTIONS                 F=7 FUND DETAIL & REFERENCE
     BLANK = ALL VENDOR TYPES            I=1 REQUESTING ORG ONLY                         F=8 FUND & REF AFTER PROG/INDEX
                                                                                        F=9 FUND DTL/REF AFTER PROG/INDEX
   Y;M - REQUIRED FIELD            P01 = F=0 SORT BY FEIN BY VEND NO/SUFF
     Y = YEAR TO DATE                    F=1 SORT BY VEND NO/SUFF BY FEIN       Q37-38 = F=0-2 STANDARD OPTIONS
     M = MONTH TO DATE                                                                   F=6 FUND & REFERENCE
                                   Q04 = I=0 SUMMARY - NO ORG CODE                       F=7 FUND DETAIL & REFERENCE
                                         I=1 DETAIL - BY ORG CODE
  -------- DESTINATION CODES ------       I=2 DETAIL - BY ORG CODE BY SECTION   Q42-43 = I=0 NO INDEX; I-1 WITH INDEX
                                                                                        P=0 NO PCA OR PCA ACTIVITY
  A1 = AGENCY PRINT ONLY          Q11-13│= F=0 NONE                                      P=1 PCA (NO PCA ACTIVITY)
  M1 = MICROFICHE (M1-9);AGENCY PRT Q16-19│  F=1 FUND                                    P=2 WITH PCA AND PCA ACTIVITY
     (A1); REPORT FILE (D1); F1;N1  Q24  │  F=2 FUND DETAIL                              P=3 BY PCA ACTIVITY, NO PCA
     OR ELECTRONIC STORAGE (E1).   Q27-29│  F=4 FUND AFTER PROG/INDEX
  X1 = ALL PRINT OPTION EXCEPT     H09-10│  F=5 FUND DETAIL AFTER PROG/INDEX    X01  = I=0 DISPLAY FEIN/SSN
     NO ELECTRONIC STORAGE (E1)                                                          I=1 FILL FEIN/SSN FIELD WITH X'S
  Y1 = ALL PRINT OPTIONS EXCEPT    Q11-13│= O=0-4 & F-T SEE VOL VI FOR SPECIFIC          F=1 BY VENDOR TYPE & SORT SEQUENCE
     NO MICROFICHE (M1-9)                   OBJ, SOURCE & CHAR SELECT OPTIONS            F=2 BY SORT SEQUENCE
  && = ALL PRINT OPTIONS AVAILABLE Q21 = P=0 BY PCA LEVEL 1
                                         P=1 BY PCA                             X02  = I=0 DISPLAY FEIN/SSN
    A(1)  = AGENCY PRINTER                                                               I=1 FILL FEIN/SSN FIELD WITH X'S
    D(1)  = OVERNIGHT REPORT FILE  Q35-38 = P=0-5 = STANDARD OPTIONS                     F=1 BY VENDOR TYPE & VENDOR NUMBER
    E(1)  = ELECTRONIC STORAGE              P=6 PCA LEVEL 1                              F=2 BY VENDOR NUMBER
    F(1)  = SAME DAY REPORT FILE            P=8 PCA LVL 1-NO PGM DETAIL OR PCA   U01  = IPOF-ENTER VENDOR TYPE(S) TO SELECT
    H(1)  = HEADQUARTERS PRINT              P=9 PCA LVL 1 & PCA-NO PGM DETAIL
    L(1-9)= LASER PRINTER (12 X 8.5)        O=0-4 & A-T SEE VOL VI FOR SPECIFIC
    M(1-9)= MICROFICHE                        OBJ, SOURCE & CHAR SELECT OPTIONS
    N(1)  = SAME DAY REPT FILE
                                          (CONTINUED IN NEXT COLUMN ===>)
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EXHIBIT II-A-7 (Continued)

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CROSS REFERENCE - SYSTEM GENERATED    REPORTS TO ROPES QUEUES               EXTERNAL REPORTS AND ROPES QUEUES
                         ROPES                                ROPES                                ROPES
  REPORT NAME RANGE      QUEUE          REPORT NAME RANGE      QUEUE          SOURCE/REPORT NAME    QUEUE
  CFB009-1 -> CFB021-1   IEUP           CFB800-1 -> CFB800-3   ERRC           GENERAL SERVICES:
  CFB080-1               RWW1           CFB800-4               DREC             DGSINV              DGSP
  CFB080-2               DREC           CFB810-1 -> CFB881-1   IEUP             DGSNEFT             DGSP
  CFB090-1               EXIN           CFB9**-*               TBLE
  CFB100-2               IEUP           CFBH00-1               RHH4           STATE CONTROLLER'S OFFICE:
  CFB200-*               ERRC           CFBH07-1               RHH2             FCCANCEL            SCMO
                                        CFY***-*               YEC1             FC0571-C -> FC0576-B SCMO
  CFB533-1 -> CFB535-1   LABE           CSBA****               ATER             FC14510D            SCJE
  CFB536G*               LABG           CSBE02-1 -> CSBE03-3   TBLE             FC32001P -> FC32035P SCMO
  CFB536A4 -> CFB536A8   LAB1           CSBBP*-*               TBLE
  CFB537-1               LABE           CSBB3*-1               BUD1
  CFB540** -> CFB544**   LABG           CSBW01-1 -> CSBW08-1   RWW1
  CFB540A4 -> CFB540A8   LAB1           CSB050-1 -> CSB084-2   IEUP
  CFB550** -> CFB559**   LAB1           CSB090-*               EXIN
                                        CSB500-1 -> CSB525-2   LABT
  CFB560-*               FUND           CSB558A1               LABG
  CFB565A*               CSTA           CSB770-1 -> CSB790-3   IEUP
  CFB565B*               CSTB           CSB9****               TBLE
  CFB565C*               CSTC           CSB915-1               IEUP
  CFB565D*               CSTD           CSD600-1               ROH1
  CFB580A*               CSTA           CSIE01-*               IRPT
  CFB580B*               CSTB           CSIE05-1               IRPT
  CFB580C*               CSTC           CSIE02-2 -> CSIE03-2   ITBL
  CFB580D*               CSTD           CSI5****               ITBL
  CFB584-1               ERRC           CSI9****               ITBL
  CFB590-*               FUND           CSI914-*               BPRT
  CFB595A*               CSTA           CSI915-1               BPRT
  CFB595B*               CSTB           CSIS****               ROH1
  CFB595C*               CSTC           CSO521-1 -> CSO541-1   BPRT
  CFB595D*               CSTD
  CFB595E*               FUND           CSTARW02 -> CSTARW04   RWW1
                                        CSTARW05               RW05
                                        CSTARW06               RW06
  CFB700-1 -> CFB710-1   IEUP           CSTARW07 -> CSTARW1A   RWW1
  CFB710-3 -> CFB710-6   DREC
  CFB710-7 -> CFB780-1   IEUP           CSU*****               UTIL
                                        CSY010-1 -> CSY203-3   YEC1
                                        CSYDB3-1 -> CSYDB3-3   RDD1

  ASTERISKS (*) DENOTE ANY VALUE
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